

PRINT MANAGEMENT **DRAFT**

FREQUENTLY ASKED QUESTIONS

1. Do the Managed Print Services (MPS) requirements apply to all state agencies?

Answer: The MPS requirements of [RCW 43.19.733](#) apply to agencies with 1,000 or more full time equivalent staff (FTE). Go to <http://www.fiscal.wa.gov> to view current staffing levels.

2. What if an agency has less than 1,000 FTEs?

Answer: An agency with less than 1,000 FTEs can choose to use the MPS [state contract](#), but is not required to do so.

3. What are the requirements for an agency with 1,000 or more FTEs?

Answer: Per RCW 43.19.733, an agency with 1,000 or more FTEs that has a multifunctional device contract (MFD) work contract expiring after January 1, 2012, must:

- a. Begin planning a transition to the MPS state contract six (6) months prior to the expiration date; and
- b. Utilize the MPS state contract upon the expiration or termination of its MFD work contract.

4. Is an agency required to achieve savings with an MPS work Contract?

Answer: No. However, transition from an MFD work contract to the MPS work contract should result in savings compared to the agency's prior MFD work contract. See Print Management Guidelines #5.

5. How does an agency access the MPS state Contract?

Answer: The process is outlined in the Print Management Guidelines for using managed print services.

6. What does an agency need to do if it needs print services?

Answer: An agency must consult with DES Printing & Imaging on how to choose more economic and efficient printing options to reduce costs. There is no cost for the consultation.

7. What are the options if an agency needs print services?

Answer: Several options are available:

- a. Submitting a print or copy job directly to DES Printing & Imaging; or
- b. Using the digital print and quick copy state master contracts; or
- c. Posting a solicitation in WEBS (include DES Printing & Imaging in the posting); or
- d. Making a direct buy purchase from a private printing supplier. See [State Purchasing Policy # 125-03](#).

8. Are there any restrictions on using a private printing supplier?

Answer: DES [Printing & Imaging](#) must print any job containing sensitive or personally identifiable information, not publicly available, unless it is more economically feasible for them to contract with a private printing supplier for the printing. In those cases, DES Printing & Imaging will enter into a confidentiality agreement with the private supplier for printing the information.